

(Published in The Morning Sun on November 17th, 2017)

ORDINANCE NO. G-1274

AN ORDINANCE amending Section 2-94 of the Pittsburg City Code to create subsection (f) in order to include the Memorial Auditorium division under the duties and responsibilities of the City Manager.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF PITTSBURG, KANSAS:

Section 1. Section 2-94 of the Pittsburg City Code is amended to read as follows:

Sec. 2-94. - Duties and responsibilities.

- (a) *Generally* . The administration of all the affairs of the City shall be the responsibility of the City Manager. He shall be responsible for the discipline of all appointive officers and employees, and may, without notice, cause the affairs of any department or the conduct of any officer or any employee of the City to be examined. It shall be his duty to see that all laws and ordinances are enforced. The City Manager shall perform all duties and responsibilities and exercise such powers and authority as may now exist or may hereafter be conferred or imposed upon him by the statutes of the state and the ordinances of the City, and nothing contained in this division shall be construed as limiting, restricting, or abridging any of the statutory powers and duties of the City Manager.
- (b) *Annual budget* . The City Manager shall prepare and submit an annual budget to the Commission and shall keep the Governing Body fully advised as to the financial condition and needs of the City.
- (c) *Countersigning checks* . The City Manager shall countersign all checks issued by the Director of Finance.
- (d) *City Clerk*.
 - (1) The office of City Clerk shall be under the direct supervision of the City Manager. The City Clerk shall attend all meetings of the Board of Commissioners, keep a true record of its proceedings and also keep a record of all his official acts and, when necessary, shall attest them. The

City Clerk shall also keep and preserve in his office the corporate seal for the City, all records, public papers and documents of the City not belonging to any other officer. He shall be authorized to administer oaths and the copies of all papers filed in his office, and transcripts from the records of the proceedings of the Board of Commissioners, including ordinances duly certified by him under the corporate seal of the City, shall be taken as evidence in all courts of the state without further proof. The vote of the commission on any ordinance shall be entered on the journal by the City Clerk. After an ordinance shall have been passed, the City Clerk shall attest the signature of the Mayor thereon and shall affix the seal of the City thereto, and shall assign to it a number. He shall cause all ordinances, except appropriation ordinances, as soon as practicable after they have been passed and signed, to be published once in the official City newspaper unless a statute requires more publications. He shall keep an ordinance book as required by law and shall append to each ordinance entered therein his certificate as provided by law.

- (2) The City Clerk shall have such additional duties as may be required by the City Manager, the laws of the state and the ordinances of the City.

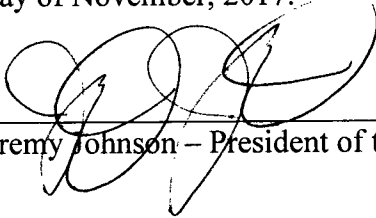
(e) *Human Resources Department.*

- (1) The Human Resources Department shall be under the direct supervision of the City Manager.
- (2) The Director of Human Resources shall plan, organize and direct the activities of the Human Resources Department, including employee recruitment and selection, job classification, employee benefits, organizational training and development, employee relations and discipline, maintaining personnel records and files, and employment law compliance.
- (3) The Director of Human Resources shall have such additional duties as may be required by the City Manager, the laws of the State and the ordinances of the City.

- (f) *Memorial Auditorium division.* The Memorial Auditorium division, under the supervision of the Memorial Auditorium manager, is responsible for all aspects of general management and the day-to-day operations of the Memorial Auditorium including, but not limited to, the maintenance of the auditorium, promoting and scheduling its usage, preparation of the budget, providing for public safety and convenience, and submitting reports to the City Manager, or his or her designee.

Section 2. This Ordinance shall take effect upon its passage and publication in the official city newspaper.

PASSED AND APPROVED this 14th day of November, 2017.



Jeremy Johnson – President of the Board

ATTEST:



Tammy Nagel - City Clerk

